

Subject: Respiratory Protection Program	Date Issued:	Number:
Reference:	Amends:	Number of Pages: 4

PURPOSE

The purpose of this document is to outline the process of issuing, training and use of protective respirators.

POLICY

The Sherman Police Department recognizes that officers may be called upon to respond to incidents involving nuclear, biological or chemical agents. Within the bounds of available resources, it is the policy of the Sherman Police Department to establish the Respirator Protection Program in order to provide for the protection of officers in an incident involving nuclear, biological or chemical weapons. Pursuant to this policy, the Department shall make respirators available to every officer.

DEFINITIONS

Air Purifying Respirator (APR) – A respirator to be used in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods ONLY.

Escape-only Respirator – means a respirator intended to be used only for emergency exit.

Fit Test – A test to ensure that an issued respirator is the proper size for the wearer and that an air tight seal is achieved between their face and the respirator in order to determine a correct respirator size and fit.

Licensed Health Care Professional (LHCP) – includes medical doctor, registered nurse, paramedic, or EMT.

NBC - Nuclear, Biological or Chemical

Qualitative fit test (QLFT) – a pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.

Quantitative fit test (QNFT) – an assessment of respirator fit by numerically measuring the amount of leakage into the respirator.

Respirator Administrator - Manager responsible for overseeing the respirator program

PROCEDURE

1. Responsibility

- a) The Chief of Police is responsible to ensure that:
 - The Respirator Protection Program is instituted and enforced
 - An operational and appropriate respirator and canister is available for every officer
 - Each officer has the appropriate training and testing pursuant to this directive

- b) The Respirator Administrator is responsible for:
 - Being familiar with the policy and have the appropriate training and understanding of the use of the respirators
 - Develop a training and testing regimen which meets the appropriate State and Federal requirements and ensuring that it is followed
 - Maintaining medical (if necessary), training, equipment and testing records.

- c) Officers are responsible for ensuring that:
 - They have a full understanding of the use of the respirators and the requisite skills necessary to use them when necessary
 - They have a full understanding of this policy and its requirements for the APR use
 - Keep the equipment in good working order by following all maintenance procedures.

2. Selection of Equipment

Respirators, and supporting equipment, should be NIOSH-approved when possible. Presently, the Department has selected the AVON FM-12 air-purifying respirator. Additionally, the AVON DPF-12 NBC canister has been selected. Other supporting equipment, such as carrying cases, lens inserts and other canisters may be selected by the Chief of Police.

3. Fit Testing

- a) At the time of initial issuance and thereafter on an annual basis, a respirator fit testing shall be used to determine the ability of each member to obtain a satisfactory fit with the issued APR.

- b) Fit testing will be conducted by a trained employee from either the police or fire department.

- c) Fit testing will be conducted using either a qualitative or quantitative method.

- d) A written record of the fit testing will be completed and maintained by the Respirator Administrator.

- e) Any facial hair, which may interfere with a clean seal between the user's face and the respirator's face-piece is prohibited.

4. Use of the Respirator

- a) Each sworn officer will be issued the following equipment:
 - 1. One Avon FM-12 respirator
 - 2. One NBC DPF12 filter canister
 - 3. One canvass bag
 - 4. CN/CS/P100
- b) Use of prescription eyewear
 - 1. Use of prescription eyewear is not allowed for use with an APR respirator.
 - 2. Officers who wear prescription eyewear to correct their normal vision, will be provided with monocle inserts for the respirator that have been made to the individual's eyewear prescription by an optometrist of the Department's choosing, at no cost to the individual. Officers who need monocle inserts for their respirators will make arrangements with the program administrator for production of the inserts to their prescription.
- c) Substitution
Officers may not substitute any equipment or use, apply or affix any non-departmentally issued accessories or items to the APR's.
- d) Limitations on Respirator Use
 - 1. The Avon FM-12 respirator shall not be used for fire fighting or other oxygen deficient environments.
 - 2. The respirator is intended for use as a means of *emergency escape only* in an incident involving nuclear, biological, or chemical hazards. Since it is impossible to know when an incident may occur, where the respirator will be needed, it is imperative that this equipment is carried with the officer, in their vehicle, during their regular tour of duty.
- e) Use of Respirators
 - 1. Whenever an officer reasonably believes that an imminent threat of a nuclear, biological, or chemical nature exists he/she should put on the respirator along with the canister that was provided with it.
 - 2. Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister is 10 years. Once the canister has been removed from a sealed bag the shelf life is reduced to approximately 1 year.

3. After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in training.
4. If possible, employees should remove themselves from the area of the threat before taking off the respirator.
5. If the employee is unable to be removed from the threat area, it is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident.

5. Maintenance and Inspection

a) Cleaning

1. Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary. Additionally, they are responsible for the issued APR's and supporting equipment and shall report any problems or maintenance issues to the Respirator Administrator as soon as possible.
2. Cleaning will be done according to the procedures set forth in the training documentation.

6. Training

- a) All personnel issued an APR shall be trained prior to its use.
- b) Training shall cover the proper use of respirators, including:
 - Putting the respirator on
 - Putting the canister on the respirator
 - Taking off the respirator
 - Storage of the respirator
 - Proper care and cleaning
 - The capabilities and limitations of the APR and the supporting equipment
- c) Refresher training shall be conducted on an annual basis

7. Special Use of the Respirator

If the Chief of Police deems necessary, the Respirator Protection Program may be expanded to include "special use" of the APR. Special use is any use of the APR that is NOT "escape only" (i.e., SWAT, riot control with chemical agents, etc.).

If such an expansion of the Program is undertaken, it is incumbent upon the Chief of Police to:

- Review and update this policy document, the Program, training and use given the expanded use.
- Ensure that the policy document is amended to include requirements as outlined by the Illinois Department of Labor and any other requisite regulations.
- Ensure that medical examinations by a LHCP of each affected officer are conducted at the Department expense on an annual basis.

8. Evaluation of Program

- a) The Respiratory Protection Program will be evaluated on an annual basis.
- b) The purpose of the evaluation will be to determine the effectiveness of the program.
- c) The Respiratory Administrator will be responsible for conducting the evaluation and making any changes to the program based on feedback from the evaluation.

PPE Policy

For each first responder that you accounted in 2003, the ITTF is supplying the following equipment:

1. One Avon FM-12 respirator
2. One NBC DPF12 filter canister
3. One canvas bag

Limitations on Respirator Use

1. The Avon FM-12 respirator shall not be used for fire fighting or for entry into other oxygen deficient environments.
2. The respirator is intended for use as a means of *emergency escape only* in an incident involving nuclear, biological, or chemical hazards.
3. Since it is impossible to know when an incident may occur or where the respirator will be needed, it is imperative that this equipment be carried with your first responder or be readily accessible in his/her response vehicle.

Use of Respirators

1. Whenever your first responder reasonably believes that an imminent threat of a nuclear, biological, or chemical nature exists he/she should put on the respirator along with the canister that was provided with it.
2. Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister in a sealed bag is 10 years. Once the canister has been removed from the sealed bag the shelf life is reduced to approximately 1 year.
3. If possible, your first responders should remove themselves from the area of the threat before taking off their respirators.
4. If your first responder is unable to be removed from the threat area, it is imperative that the respirator remains intact throughout the event of his/her rescue.

Plan must be pulled up by
Account # 7010234



Direct all questions regarding this account to
Suzanne Meister, LensCrafters Safety Eyewear
Program, @ 513-765-6614.

Safety Eyewear Authorization Form

Illinois Law Enforcement-Respirator Inserts	1905 E. Main	217-328-3800
PLANNAME Urbana	ADDRESS IL	PHONE 61802
CITY	STATE	ZIP
Craig Bangert #752		
OFFICER'S NAME	OFFICER'S SIGNATURE	DATE

NOTE: PLAN COVERS ANSI Z87.1-2003 APPROVED SAFETY FRAMES AND LENSES ONLY.	PLAN PAYS Account Number NONE	DISCOUNT Discount Code 7010234	ALLOWANCE	AMOUNT DUE (Customer Out of Pocket)
PLASTIC / GLASS LENS TYPES (BASIC IMPACT)				
Plastic	0.00	100%	0.00	0.00
Single Vision	0.00	Balance	0.00	\$ 36.00
Bifocal	0.00	Balance	0.00	\$ 56.00
FEATHERWATES LENS TYPES (HIGH IMPACT)				
FeatherWates (Base)	0.00	100%	0.00	0.00
Single Vision	0.00	Balance	0.00	\$ 51.00
Bifocal	0.00	Balance	0.00	\$ 71.00
FEATHERWATES PLUS LENS TYPES (HIGH IMPACT)				
FeatherWates Plus	0.00	100%	0.00	0.00
Single Vision	0.00	Balance	0.00	\$ 61.00
Bifocal	0.00	Balance	0.00	\$ 81.00
ADD-ONS				
Tints	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
UV Coating - Plastic Only	0.00	Balance	0.00	\$ 10.00

Special Instructions:

*Customer will provide own respirator lens insert and purchase lenses only. The insert is NOT marked Z87 so lenses will not be made to safety thickness or be monogrammed and customer MUST sign liability waiver below.

Respirator Prescription Lens Insert Liability Waiver: Purchaser acknowledges and understands that the respirator prescription lens insert owned by Purchaser does not comply with ANSI Z87.1-1989 standards for eye and face protection and therefore assumes all liability for injury or damages resulting from usage and fully releases LensCrafters from all liability that may result from the use of its products therewith.

Signature: _____ Date: _____

HOW TO PROCESS SPECIAL ORDER:

- Each respirator mask contains two monocle inserts which will need to be removed for processing
- All RX lens orders for the mask inserts will be sent to Central Lab for processing. We will NOT be processing any orders in the store due to a special notch required for axis alignment.
- The Central Lab will process RX lenses sphere ranges between +2.00 and -4.00, and up to a -2.00 cylinder.
- We will offer lenses in Single Vision and Flat-Top bifocals in the material selected by the officers.
- The inserts are not Z87.1 compliant. Therefore, all lenses made at the Central Lab will be made in dress thickness and not monogrammed.
- The police officers should keep the respirator masks with them while waiting for the inserts to be returned from Central Lab.

BEST PRACTICES FOR FITTING AVON RESPIRATOR MASK

For Single Vision OC Heights:	For Flat-Top Bifocal Heights
<ul style="list-style-type: none"> • Place RX lens insert monocles in the respirator mask. • Attach a seg gauge in each insert, securing each at the top with clear tape to prevent gauge from slipping out of the bevel as the wearer puts on the mask. • Have the wearer place the mask on their head, securing it with straps. • Position your eyes level with the wearer's. • Use a pen light to illuminate the wearer's eyeball, in front of the pupil, through the seg gauge. • Read the seg gauge at the center of the pupil for OC height. • Remove the mask, seg gauges, and inserts from the mask. <p>Send the inserts to the Central Lab for processing.</p>	<ul style="list-style-type: none"> • Place RX lens insert monocles in the respirator mask. • Place a piece of opaque tape across each monocle's eye wire approx. 5mm to 7mm below the center. • Have the wearer place the mask on their head, securing it with straps. • Tell the wearer the tape is to simulate the top of their bifocal. Ask them to look through at an object in the distance and determine if the tape seems too high or too low. • Remove the mask and adjust the height of the tape until the wearer states the tape is at a comfortable height. • Carefully remove each monocle from the mask. Measure from the top of the tape to the bottom of the bevel to obtain the seg height. • Add 5 mm to the seg height to obtain the OC Height. • Remove the mask, seg gauges, and inserts from the mask. <p>Send the inserts to the Central Lab for processing.</p>

NOTE: > THESE PRICES ARE NOT VALID WITH ANY OTHER DISCOUNT, COUPON OR INSURANCE BENEFIT PLAN.
> PLEASE DIRECT ANY QUESTIONS REGARDING THIS PLAN TO SUZANNE MEISTER @ 513-765-6614.



Respirator Prescription Lens Insert Liability Waiver:

Purchaser acknowledges and understands that the respirator prescription lens insert owned by Purchaser is not stamped Z87 and does not comply with ANSI Z87.1- 2003 standards for eye and face protection and therefore Purchaser assumes all liability for injury or damages resulting from usage and fully releases LensCrafters from all liability that may result from the use of its products therewith. Purchaser further acknowledges that the prescription lenses provided for the insert owned by the Purchaser will not be made in accordance with ANSI Z87.1-2003 standards for eye and face protection.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

